

CITY OF LINCOLN/LANCASTER COUNTY
CONTRACT AWARD NOTIFICATION
SPECIFICATION NO. 04-149
ANNUAL REQUIREMENTS FOR CLEANING SERVICES FOR
ENGINEERING SERVICES

DATE: May 15, 2006

CONTRACT PERIOD: August 1, 2006 thru July 31, 2007

CONTRACTOR: Lincoln Janitorial Service (**CleanMax**)
603 VanDorn St.
Lincoln NE 68502

PURCHASING DIVISION
K-STREET COMPLEX
440 SOUTH 8TH STREET
LINCOLN, NEBRASKA 68508
(402) 441-7410

Company Representative: Zia Hossaini
Telephone No.: 475-8000
FAX No.: 475-8001
E-Mail Address: cleanmax@alltel.net

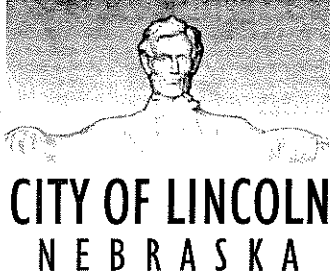
THE CITY/COUNTY'S SPECIFICATIONS AND THE CONTRACTOR'S ACCEPTED PROPOSAL AND PRICING SCHEDULES, NOW ON FILE IN THE OFFICE OF THE CITY CLERK AND/OR THE COUNTY CLERK, ARE ADOPTED BY REFERENCE AND ARE AS FULLY A PART OF THIS CONTRACT FOR THE ABOVE-NAMED COMMODITY AS IF REPEATED VERBATIM HEREIN.

AS PER BID SPECIFICATION NO. 04-149

NO ACTION NEED BE TAKEN BY THE CONTRACTOR AT THIS TIME. ORDERS FOR MATERIAL WILL BE MADE AS NEEDED BY THE VARIOUS CITY/COUNTY DEPARTMENTS.

DEPARTMENTS REQUIRING CATALOGS AND/OR PRICING SCHEDULES SHALL NOTIFY THE CONTRACTOR DIRECTLY.

E.O. #076254
Dated: 6/9/05



Purchasing Division / Finance Department
Vince M. Mejer, Purchasing Agent
440 South 8th Street
Suite 200, Southwest Wing
Lincoln, Nebraska 68508

402-441-7410
fax: 402-441-6513



MAYOR COLEEN J. SENG

lincoln.ne.gov

April 18, 2006

Zia Hossaini
Lincoln Janitorial Service
603 Van Dorn St.
Lincoln, NE 68502

**RE: ANNUAL REQUIREMENTS FOR CLEANING SERVICES FOR ENGINEERING SERVICES
SPECIFICATION NO. 04-149**

In accordance with the terms and conditions of the above referenced contract, the City of Lincoln/Lancaster County desires to **renew** the contract for one (1) additional term beginning August **1, 2006, thru July 31, 2007.**

It is understood that all terms of payment and other conditions of the original contract will remain unchanged during the renewal term.

As evidence of your company's desire to renew the above referenced contract under its original terms and conditions, please countersign below. **Please return the original letter back to our office by April 27, 2006, (a faxed copy is unacceptable)** for processing of the contract renewal by the City of Lincoln/Lancaster County. After the renewal has been signed and an Executive Order issued you shall receive an Award Notification and your copy of the contract by mail.

We have included, for your review, the **"Insurance Requirements for All City Contracts"** which must be met before a Service Contract with the City can be entered into. Your Certificate of **Insurance** must be **current, must be registered in your company name as stated on the contract and must read "City of Lincoln/Lancaster County as Additional Insured"** in the Description of Operations / Locations / Vehicles / Exclusions Added by Endorsements / Special Provisions section of the Accord.

If your company should choose **not** to renew this contract in it's original form, please **state on your letterhead the reasons** and return to the City of Lincoln/Lancaster County. Attn: Tom Kopplin

Vince M. Mejer
Purchasing Agent

Lincoln Janitorial Service, Inc. dba Official City Use Only

Company Name Clean Max
Company Address 603 Van Dorn
Lincoln - NE. 68502
Phone No 402-475-8000
FAX No. 402-475-8001
E-Mail Address cleanmax@alltel.net
By (print) Zia a Hossaini
Title Pres.
Date 4/19/06
Signature Zia a Hossaini

Dated this _____ day of _____
_____ 2006

Coleen J. Seng, Mayor

From:

06/09/2005 07:30 #043 P.002/002



Purchasing Division / Finance Department
Vince M. Mejer, Purchasing Agent
440 South 8th Street
Suite 200, Southwest Wing
Lincoln, Nebraska 68508

402-441-7410
fax: 402-441-6513

LINCOLN
The Community of Opportunity

MAYOR COLEEN J. SENG

June 9, 2005 lincoln.ne.gov

Lincoln Janitorial Service
603 VanDorn
Lincoln, NE 68502

ATTENTION: Zia Hassaini

RE: ANNUAL REQUIREMENTS FOR CLEANING SERVICES FOR ENGINEERING SERVICES, , SPECIFICATION 04-149

In accordance with the terms and conditions of the above referenced contract, the City of Lincoln/Lancaster County Desires to **renew the contract** for one (1) additional term beginning August 1, 2005 thru July 31, 2006.

It is understood that all terms of payment and other conditions of the original contract will remain unchanged during the renewal term.

As evidence of your company's desire to renew the above referenced contract under its original terms and conditions, please send a copy of your current certificate of insurance and countersign below. **Return the original letter and current insurance certificate, on or before June 22, 2005** for processing of the contract renewal by the City of Lincoln/Lancaster County.

Your Certificate of Insurance **must be current, must be registered** in your company name as stated on the contract and must read **"City of Lincoln/Lancaster County" as Additional Insured** in the Description of Operations / Locations / Vehicles / Exclusions Added by Endorsements / Special Provisions section of the Accord.

If your company should choose not to renew this contract in its original form, please state on your letterhead the reasons and return to the City of Lincoln/Lancaster County.

Shella Williams
Senior Office Assistant

Company Name Lincoln Janitorial Service, Inc.

Dated this _____ day

Company Address 603 Van Dorn St. Lin, NE. 68502

of _____ 2005

Phone No. 402 475 8000FAX No. 402 475 8001E-Mail Address CleanMax@alltel.netBy (print) Zia A HassainiTitle Pres.Date 6/9/05_____
Coleen J Seng, Mayor

CONTRACT DOCUMENTS

**CITY OF LINCOLN
NEBRASKA**

**CLEANING SERVICES FOR ENGINEERING SERVICES
AS PER SPECIFICATION NO 04-149**

Contractor: LINCOLN JANITORIAL SERVICE.

**CITY OF LINCOLN, NEBRASKA
CONTRACT AGREEMENT**

THIS CONTRACT, made and entered into this 1st day of August 2004, by and between Lincoln Janitorial Service Inc. hereinafter called contractor, and the City of Lincoln, Nebraska, a municipal corporation, hereinafter called the City.

WITNESS, that:

WHEREAS, the City has caused to be prepared, in accordance with law, Specifications, Plans, and other Contract Documents for the Work herein described, and has approved and adopted said documents and has caused to be published an advertisement for and in connection with said Work, to-wit:

For all janitorial services for Pub Works & Utilities Engineering Services Offices at 531 Westgate Blvd. Ste 100 and,

WHEREAS, the Contractor, in response to such advertisement, has submitted to the City, in the manner and at the time specified, a sealed Proposal in accordance with the terms of said advertisement; and,

WHEREAS, the City, in the manner prescribed by law has publicly opened, read aloud, examined, and canvassed the Proposals submitted in response to such advertisement, and as a result of such canvass has determined and declared the Contractor to be the lowest responsible bidder for the said Work for the sum or sums named in the Contractor's Proposal, a copy thereof being attached to and made a part of this Contract;

EQUAL EMPLOYMENT OPPORTUNITY: In connection with the carrying out of this project, the contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, ancestry, disability, age or marital status. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, national origin, ancestry, disability, age or marital status. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other compensation; and selection for training, including apprenticeship.

NOW, THEREFORE, in consideration of the sums to be paid to the Contractor and the agreements herein contained, the Contractor and the City have agreed and hereby agree as follows:

The Contractor agrees to (a) furnish all tools, equipment, supplies, superintendence, transportation, and other construction accessories, services, and facilities; (b) furnish all materials, supplies, and equipment specified to be incorporated into and form a permanent part of the complete work; (c) provide and perform all necessary labor in a substantial and workmanlike manner and in accordance with the provisions of the Contract Documents; and (d) execute construct, and complete all Work included in and covered by the City's award of this Contract to the Contractor, such award being based on the acceptance by the City of the Contractor's Proposal, or part thereof, as follows:

The City agrees to pay to the Contractor for the performance of the Work embraced in this Contract, the Contractor agrees to accept as full compensation therefor, the following sums and prices for all Work covered by and included in the Contract award and designated above, payment thereof to be made in the manner provided by the City:

\$ 19,200.00

CONTRACT AGREEMENT

The Work included in this Contract shall begin as soon as possible from date of executed contract. The completion shall begin August 1, 2004 through July 31, 2005.

GUARANTEE:

A performance bond in the full amount of the contract shall be required for all construction contracts. This bond shall remain in effect during the guarantee period as stated in the specifications.. Once the project is completed, the contractor may submit a maintenance bond in place of the performance bond.

The Contract Documents comprise the Contract, and consist of the following:

1. The Instructions to Bidders
2. The Accepted Proposal
3. The Contract Agreements
4. The Specifications
- *5. The City of Lincoln Standard Specifications for Municipal Construction
 - a. General Conditions
 - b. General Specifications
 - c. Construction & Materials Specifications
- ** 6. The Plans (including the Schedule of Approximate Quantities)
7. The Construction Bonds
8. The Special Provisions

* If project includes paving, water, sewer, sidewalk, lighting or traffic signal work, the City of Lincoln Standard Specifications for Municipal Construction will apply, which are on file in the office of the City Clerk. Copies may be obtained at the Office of the City Engineer.

** The following is an enumeration of the Plans, which are entitled:

CONTRACT AGREEMENT

These Contract Agreements, together with the other Contract Documents herein above mentioned, form this Contract, and they are as fully a part of the Contract as if hereto attached or herein repeated.

The Contractor and the City hereby agree that all the terms and conditions of this Contract shall by these presents be binding upon themselves, and their heirs, administrators, executors, legal and personal representatives, successors, and assigns.

IN WITNESS WHEREOF, the Contractor and the City do hereby execute this contract.

ATTEST:

City Clerk



EXECUTION BY THE CITY OF LINCOLN, NEBRASKA

CITY OF LINCOLN, NEBRASKA

Mayor

Approved by Executive or No. 70903
dated 8-4-04

EXECUTION BY CONTRACTOR

IF A CORPORATION:

Lincoln Janitorial Service, Inc.

Name of Corporation

2700 "O" Street Lincoln NE 68510

(Address)

ATTEST:

(SEAL)

Secretary

By: Ziaa Hossain

Duly Authorized Official

Pres.

Legal Title of Official

IF OTHER TYPE OF ORGANIZATION:

Lincoln Janitorial Ser, Inc.

Name of Organization

Janitorial

Type of Organization

(Address)

By: _____

Member.

By: _____

Member

IF AN INDIVIDUAL:

Name _____

Address _____

Signature _____

**BID REQUEST
SPECIFICATION #04-149**

**CLEANING SERVICE FOR PUBLIC WORKS &
UTILITIES ENGINEERING SERVICES OFFICE**

**BIDS DUE: 12:00 NOON
DATE: Wednesday, June 23, 2004**

ADDENDA RECEIPT: The receipt of the addenda to the specification number _____ through _____ is hereby acknowledged. Failure of any bidder to receive any addenda or interpretation shall not relieve the bidder from obligations specified in the bid request. All addenda shall become part of the final contract document.

The undersigned summiteer, having full knowledge of the requirements of The City of Lincoln for the above listed project, the Contract Documents and all other terms and conditions of the request, agrees to provide the labor, certificate of insurance, unemployment compensation, materials and equipment in strict accordance with the specifications as prepared by the City for the consideration of the amount set forth in the following price schedule:

1. Contractor's price proposal to provide cleaning services as specified for the period beginning:
1.1 Annual Bid (August 1, 2004 through June 31, 2005)

TOTAL ANNUAL LUMP SUM OFFER: \$ 19200.00

CONTRACTOR TO BE PAID MONTHLY
IN TWELVE EQUAL INSTALLMENTS OF: \$1600.00 /mo.

NOTE: total of these monthly installments times 12 should equal the "Lump Sum Offer listed above.

2. List three commercial references below:

2.1 Company Name: See Attachment
Address: _____
City/State/Zip: _____
Contact Name: _____
Phone Number: _____ Fax Number: _____
Approx. Annual Contract Value: \$ _____ # of sq. ft. cleaned: _____
How long have you had this account/customer: _____

2.2 Company Name: See Attachment
Address: _____
City/State/Zip: _____
Contact Name: _____
Phone Number: _____ Fax Number: _____

Approx. Annual Contract Value: \$ _____ # of sq. ft. cleaned: _____
How long have you had this account/customer: _____

2.3 Company Name: See Attachment
Address: _____
City/State/Zip: _____
Contact Name: _____
Phone Number: _____ Fax Number: _____
Approx. Annual Contract Value: \$ _____ # of sq. ft. cleaned: _____
How long have you had this account/customer: _____

2.4 List any contracts (either past or present) you have held with the City or County:
Lincoln Fire dep 1801 Q street
Phone # 4417363 FAX 4418214
Lincoln City Libraries Gary
phone # 441-8555

3. COMPANY BACKGROUND:

3.1 How long has your firm been performing commercial cleaning services? 20 years

3.2 How many full time employees does your firm have (working at least 36 hours/week)?

34 Full Time

3.3 How many part time employees does your firm have?

10 Part Time

3.4 Detail your arrival and departure schedule from our facility (indicating an estimate of daily, weekly and (if appropriate) any annual hours? See Attachment 2

3.5 Detail your process for resolution of complaints or customer concerns?

See Attachment 2

4. The City intends to enter into a contract agreement with the successful bidder for a One (1) year period with the option to renew for two (2) additional One (1) year periods. All pricing must remain firm for the first full twelve month period of the contract.

Do you agree? ☒ YES ☐ NO, _____

4.1 After the first 12 month period, prices may be adjusted only once annually based on current inflation and actual expenses generated from the service. The City must receive a 90 day notice, in writing of any increase in price.

Do you agree? ☒ YES ☐ NO, _____

5. The City is also interested in an option to renew for one (1) additional three (3) year period (offer to renew will be mutually determined at the conclusion of the initial contract). All terms and conditions of the renewal period will be identical to the original contract period, unless mutually agreed upon via standard contract addendum process.

Will you consider the renewal offer, if extended by the City? ☒ YES ☐ NO

NOTE: RETURN 2 COMPLETE COPY OF BID OFFER AND SUPPORTING MATERIAL
MARK OUTSIDE OF BID ENVELOPE AS FOLLOWS: SEALED BID FOR SPEC. NO. 04-149

The undersigned signatory of the bidder represents and warrants that he has full and complete authority to submit this offer to the City of Lincoln, and to enter into a contract if this offer is accepted.

Lincoln Janitorial Service Inc.

COMPANY NAME

2700 "G" Street

STREET ADDRESS or P.O. BOX

Lincoln, NE 68510

CITY, STATE

ZIP CODE

402 - 475 8000

TELEPHONE NO.

402 - 438 4327

FAX NO.

Zia A. Hossaini

BY (Signature)

ZIA A. HOSSAINI

(Print Name)

Pres.

(Title)

6/22/04

(Date)

470 691 594

EMPLOYER'S FEDERAL I.D. NO.

OR SOCIAL SECURITY NUMBER

BIDS MAY BE INSPECTED IN THE PURCHASING OFFICE AFTER TABULATION. IF YOU DESIRE A COPY OF THE BID TABULATION TO BE MAILED TO YOU, INCLUDE WITH YOUR BID A STAMPED SELF ADDRESSED ENVELOPE.

CLEANING SPECIFICATIONS AND STANDARDS - WORKSHEET

	DESCRIPTION OF TASK AND EXPECTED FREQUENCY BID AMT:	ANNUAL OFFICES	ANNUAL FOYER	TOTAL
1.	PLUMBING FIXTURES AND DISPENSER CLEANING: Shall be free of all deposits and stains so that the item is left without cleaning streaks, film, odor, or stains. AREA INVOLVED: All restrooms, toilets, sinks, showers and drinking fountains FREQUENCY: Daily	\$ <u>1560</u>	\$ <u>—</u>	\$ <u>1560</u>
2.	SWEEPING: Properly swept floor is free of dirt, dust, grit, lint, and debris, except imbedded dirt and grit. Corner and edges shall also be clean. AREA INVOLVED: All hard surface floors including entry ways FREQUENCY: Daily	\$ <u>390</u>	\$ <u>390</u>	\$ <u>780</u>
3.	TRASH REMOVAL: All waste receptacles shall be emptied and the contents shall be disposed of in the proper designated container provided by the City. All used trash liners are to be replaced as needed. AREA INVOLVED: All waste receptacles including those located in the backroom, patio, front door and cigarette receptacles FREQUENCY: Daily	\$ <u>2340</u>	\$ <u>—</u>	\$ <u>2340</u>
4.	VACUUM: Properly vacuumed floor is free of all dirt, dust, grit, lint and debris. Corners and edges shall also be cleaned. AREA INVOLVED: All carpeted surfaces and provided entrance mats FREQUENCY: Daily	\$ <u>3900</u>	\$ <u>—</u>	\$ <u>3900</u>
5.	METAL CLEANING: All cleaned metal surfaces are without deposits or tarnish and with a uniformly bright appearance. Cleaner is to be removed from adjacent surfaces. AREA INVOLVED: All restroom and sink fixtures FREQUENCY: Daily	\$ <u>585</u>	\$ <u>195</u>	\$ <u>780</u>
6.	SPOT CLEANING: A surface adequately spot cleaned is free of all stains, deposits, and is substantially free of cleaning marks. AREA INVOLVED: Any soiled area including baseboards FREQUENCY: As needed	\$ <u>585</u>	\$ <u>195</u>	\$ <u>780</u>
7.	ENTRY WINDOW CLEANING: Glass surface shall be free of finger prints, film, streaks, and tape with a uniformly clear appearance. AREA INVOLVED: All glass and mirrors FREQUENCY: Daily	\$ <u>390</u>	\$ <u>1170</u>	\$ <u>1560</u>
8.	DUSTING: A properly dusted surface is free of all dirt and dust streaks, lint, and cobwebs. AREA INVOLVED: All horizontal surfaces including all <u>horizontal blinds</u> , ceiling vents & base boards, furnishing tops.. FREQUENCY: Weekly	\$ <u>1170</u>	\$ <u>390</u>	\$ <u>1580</u>
9.	DAMP MOPPING: A satisfactorily damp mopped floor is without dirt, dust, marks, film, streaks, debris, or standing water. AREA INVOLVED: All hard surface floors, including entry ways FREQUENCY: Daily	\$ <u>390</u>	\$ <u>390</u>	\$ <u>780</u>

	DESCRIPTION OF TASK AND EXPECTED FREQUENCY BID AMT:	ANNUAL OFFICES	ANNUAL FOYER	TOTAL
10	<p>SCRUBBING: Scrubbing is satisfactorily performed when all surfaces are with out imbedded dirt, cleaning solution, film, debris, stains, marks, standing water, and floor has uniformly clean appearance</p> <p>AREA INVOLVED: All hard surface floors</p> <p>FREQUENCY OFFICES - At least once a month, more if conditions require</p> <p>FOYER - At least <u>twice</u> a month, more if conditions require</p>	\$ <u>300</u>	\$ <u>300</u>	\$ <u>600</u>
11	<p>BUFFING OR FINISHED FLOOR SURFACES: All finished floors will be buffed for maximum gloss, removal of surface dirt, and a uniform appearance.</p> <p>AREA INVOLVED: All finished hard surface floors</p> <p>FREQUENCY: At least monthly, more frequently if conditions warrant</p>	\$ <u>400</u>	\$ <u>200</u>	\$ <u>600</u>
12	<p>CARPET CLEANING: OFFICE ONLY: Periodic cleaning of carpets, shall be accomplished by steam cleaning or other methods in use.</p> <p>AREA INVOLVED: All carpet floor surfaces</p> <p>FREQUENCY: At least three times annually, spot cleaning as necessary</p>	\$ <u>1140</u>	\$ _____	\$ <u>1140</u>
13	<p>LIGHT FIXTURE/VENT CLEANING: Fixtures/vents shall be washed free of dirt and dust streaks, lint and cobwebs.</p> <p>AREA INVOLVED: All light fixtures and ceiling vents</p> <p>FREQUENCY: At least once annually</p>	\$ <u>300</u>	\$ <u>100</u>	\$ <u>400</u>
14	<p>VACUUM/CLEANING OF BLINDS: Blinds shall be vacuumed free of dust and dirt streaks, lint and cobwebs. Spot clean any fabric blinds as necessary.</p> <p>AREA INVOLVED: All vertical blinds</p> <p>FREQUENCY: At least once annually</p>	\$ <u>50</u>	\$ <u>-</u>	\$ <u>50</u>
15	<p>FLOOR FINISH REMOVAL: Finish removal is accomplished when surfaces have all finish removed to the flooring material, are free of dirt, stains, deposits, debris, cleaning solution, standing water and floor has uniform appearance when dry. Plain water rinse and pickup must follow finish removal immediately.</p> <p>AREA INVOLVED: All appropriate hard surface floors</p> <p>FREQUENCY: At least once every five (5) years, more frequently if conditions warrant</p> <p>NOTE: Assess condition at time of site visit to indicate necessity of this service.</p>	\$ <u>150</u>	\$ <u>100</u>	\$ <u>250</u>
16	<p>FLOOR FINISHING: Undertaken by powered machines. Finishing and sealing includes: 1) proper cleaning & preparation of surface including removal of residue/ previous washings, 2) proper rinsing of floors to remove all soap residue, 3) application of a minimum of three coats of floor finish on scrubbed floor and five coats on stripped floors.</p> <p>AREA INVOLVED: All appropriate hard surface floors</p> <p>FREQUENCY: At least once every five (5) years, more frequently if conditions warrant</p> <p>NOTE: Floors must be finished in accordance with manufacturers recommended standards using a UL listed slip resistant floor finish. Assess condition at site visit.</p>	\$ <u>150</u>	\$ <u>100</u>	\$ <u>250</u>
17	<p>EXTERIOR WINDOW CLEANING: All exterior windows to be cleaned inside and out.</p> <p>AREA INVOLVED: All glass surfaces and windows.</p> <p>FREQUENCY: Twice annually, once in the fall and spring</p>	\$ <u>100</u>	\$ <u>50</u>	\$ <u>150</u>

	DESCRIPTION OF TASK AND EXPECTED FREQUENCY BID AMT:	ANNUAL OFFICES	ANNUAL FOYER	TOTAL
18	<p>INTERIOR WINDOW CLEANING: All interior windows into offices interior office doors w/windows</p> <p>AREA INVOLVED: All interior windows into offices plus all interior doors with window. Window sills shall be cleaned free of dirt and dust.</p> <p>FREQUENCY: Once a week</p>	\$ <u>120</u>	\$ <u>400</u>	\$ <u>520</u>
19	<p>BATHROOM TILE: Wiping down the tile in the bathrooms</p> <p>AREA INVOLVED: All bathrooms</p> <p>FREQUENCY: As needed</p>	\$ <u>600</u>	\$ <u>-</u>	\$ <u>600</u>
20	<p>WASHING WALLS & LIGHT SWITCHES: Spot cleaning all painted walls & Light Switches as necessary</p> <p>AREA INVOLVED: Hallways, offices and bathrooms</p> <p>FREQUENCY: As needed</p>	\$ <u>400</u>	\$ <u>200</u>	\$ <u>600</u>
	SERVICES WORKSHEET TOTALS:	\$ <u>15020</u>	\$ <u>4860</u>	\$ <u>19200</u>

GRAND TOTAL FOR ALL ANNUAL SERVICES LISTED: \$ 19200